



## United States Department of Agriculture

*USDA provides leadership on food, agriculture, natural resources and related issues based on sound public policy, the best available science and efficient management. Our goal is to be recognized as a dynamic organization that is able to efficiently provide the integrated program delivery needed to lead a rapidly evolving food and agriculture system. We invite you to join us in meeting our goal, contributing to the future of our organization and advancing the best food and agriculture system in the world.*

***Departmental Administration  
Office of Human Capital Management  
Departmental Human Resources Division  
Staffing and Placement Services Branch***



*The Department of Agriculture is conveniently located in the heart of DC's Smithsonian Museums and just steps from the Metro, [Smithsonian](http://www.wmata.com/), (<http://www.wmata.com/>) and several major commuter bus stops. Our Agency provides onsite banking, a U.S. Post Office, Dry Cleaning service and three cafeterias. USDA employees receive the [Federal Benefits](#) package PLUS:*

- Pre-tax transportation benefits for parking
- Public transportation subsidy
- Alternative Work Schedules
- Telecommuting
- Physical fitness facility onsite

### **Office of the Chief Financial Officer ACFO, Financial Policy & Planning CAREER INTERN PROGRAM (CIP)**

<b>ANNOUNCEMENT NO: OCFO-07-010</b>	<b>OPEN: October 12, 2006</b>
<b>POSITION: Budget Analyst, GS-560-9</b>	<b>CLOSES: November 9, 2006</b>
<b>SALARY: \$44,856 – \$58,318 annually</b>	<b>PROMOTION POTENTIAL: GS-13</b>
<b>DUTY LOCATION: Washington, DC</b>	<b>VACANCIES: 1 - One</b>

**THIS ANNOUNCEMENT IS OPEN TO THE PUBLIC:** Everyone may apply. U.S. Citizenship is required to be appointed. Federal status is not required when applying under "Public" announcements.

**NOTE:** This position is being filled under the Federal Career Intern Program (CIP). Additional information on the CIP is available at <http://www.opm.gov/careerintern/index.asp>.

**INTRODUCTION:** The Budget Division is specifically charged with carrying out a comprehensive budget program to meet the requirements of the overall programs and activities of the Office of the Assistant Secretary for Administration, including Departmental Staff Offices; the Office of the Secretary; Executive Operations, which includes the Office of the Chief Economist, the National Appeals Division and the Office of Budget and Program Analysis; the Office of Communications, the Office of the Chief Information Officer, the Office of Civil Rights and the Office of the Chief Financial Officer.

The Working Capital Fund Division serves as the financing mechanism supporting more than 20 centrally managed business activities delivering goods and services in support of agency missions in the Department. The Division seeks to ensure proper accounting for the use of funds and staff years and to assist these offices in properly accounting for their obligations and expenditure. The Division is responsible for developing the formal budget presentations for and serves as a liaison to agencies of the Department, Department-level staff offices, Office of Management and Budget, the Congress, the Office of Budget and Program Analysis, and other organizations. The division administers the Departmental WCF, assisting activity managers in budget preparation, presentation, execution, strategy development, and implementation and improvement of WCF financial management.

**DUTIES (GENERAL):** The incumbent will review easily obtained historical data and prepare estimates of future requirements for a specific operating program or small stable organization; provide support and assist in review and coordination of accounting documents and apportionments, allocations and operating budget; obtains, compiles and summarizes factual narrative information and quantitative data for use by others within the office; prepares straightforward estimates of future requirements for a small operating program or financially stable organization; and assists with the presentation of data for the budget for portions of operating programs. In addition to similar activities performed for the Working Capital Fund (WCF), the incumbent will assist senior staff in developing legislative proposals, participate in rate studies, assist senior staff in evaluating management initiatives among activities of the WCF, and participate in other such activities as needed to support effective management of the WCF.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** The following table shows the amounts of education and/or experience required to qualify for this position. The Office of Personnel Management's [Operating Manual: Qualification Standards for General Schedule Positions](#) will apply.

GRADE	EDUCATION	EXPERIENCE	
		GENERAL	SPECIALIZED
GS-9	master's or equivalent graduate degree <i>or</i> 2 full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.B. or J.D., if related	None	1 year equivalent to at least GS-7
Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.			

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## **HOW TO APPLY**

**TO BE CONSIDERED, YOU MUST SUBMIT THE FOLLOWING. FAILURE TO COMPLY WILL RESULT IN NON-CONSIDERATION:**

\* **A resume or OF-612** (Optional Application for Federal Employment), or any written application. Be sure to indicate the **Vacancy Announcement Number**. Electronic versions of the OF-612 and an on-line resume builder may be accessed at <http://www.usajobs.opm.gov>.

\* The USDA Career Intern Program (CIP) application. The CIP application is available at <http://www.usda.gov/da/employ/CareerInternApplication.htm>.

**AND**

\* Your most recent transcript

*Please be sure to indicate your email address, as further communication with you on the status of your application may be by email.*

**APPLICATION DEADLINE: APPLICATIONS MUST BE RECEIVED BY C.O.B. (4:30 P.M. EST) ON THE CLOSING DATE of this announcement. If you request forms late in the open period, you are still required to have your application received by the closing date. No extensions will be given.**

*We are sorry for any inconvenience that this may cause; however, due to mail being irradiated, we have no control over when we receive mail. The Human Resources Services Division staff wants to ensure that your application package is timely and is considered for further processing.*

**WHERE TO SUBMIT APPLICATIONS:**

USDA-DA-OHCM-HRSD  
ATTN: HR Assistant  
**ANNOUNCEMENT NO: OCFO-07-010**  
STOP 9708, ROOM 2-W, JLW  
1400 INDEPENDENCE AVE., SW  
WASHINGTON, DC 20250-9708

Call the Departmental Human Resources Division at (202) 720-2101 for additional information.

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**VETERANS PREFERENCE:** If you are claiming 5-point veteran's preference, you must submit a DD-214. If you are claiming 10-points veteran's preference based on a compensable service connected disability of 10 percent or more, you **MUST** submit a DD-214, SF-15 and letter from the Veterans Administration identifying the percentage of

disability for preference determination. Additional information on veteran's preference is available in the Vet Guide available at <http://www.opm.gov/veterans/html/vetguide.htm>.

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**REASONABLE ACCOMMODATION:** The Department of Agriculture provides reasonable accommodation to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement. Additional information on persons with disabilities is available at <http://www.opm.gov/disability/>.

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at 202-720-2600 (voice and TDD).

The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 522a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

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### **ADDITIONAL INFORMATION:**

All qualification requirements must be met by the closing date of this announcement.

Males born after 12/31/59 desiring Federal employment must be registered with the Selective Service System.

Appointments under this announcement include a two-year probationary/trial period requirement

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

The use of Federal Government postage-paid envelopes in filing applications is a violation of federal law and will disqualify you from consideration.

The U. S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

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**THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY PROVIDER  
AND EMPLOYER.**